

**THE DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND 21005-5001**

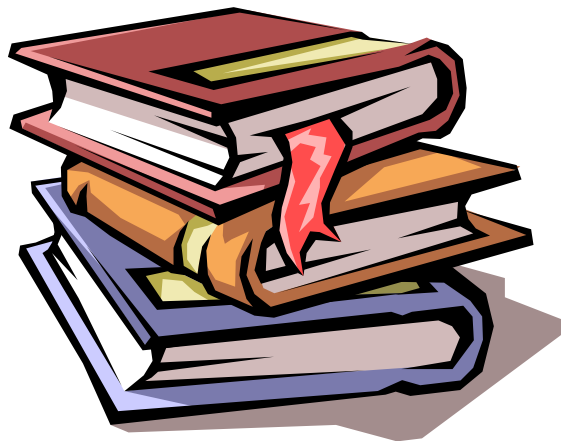
CIVILIAN PERSONNEL BULLETIN

November 2003

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RESUMIX CENTRALIZATION

The initial phase of Resumix centralization has been completed. Army has consolidated all resumes maintained by the Northeast, West, Southwest, South Central, North Central, Europe, Korea, and Pacific regions into one central database. The new Centralized Resume Processing Center (CRPC) will process all resumes. They are also the central point of contact for answering questions regarding the submission of resumes or the use of any of the Army automated programs, such as resume builder, ANSWER, or self-nominations for Army jobs. Their email address is applicanthelp@cpsrxtb.belvoir.army.mil. Please read the information below to find out what this means to you as an applicant:

- One resume will be on file for all regions. THERE IS NO NEED TO SUBMIT A NEW RESUME IF YOU HAVE ONE ON FILE.
- Applicants must follow the instructions in the Centralized Application Kit (<http://cpol.army.mil/employ/jobkit>) on how to submit a new resume and supplemental data and how to self-nominate for Army jobs.
- Resumes submitted through the Army Civilian Resume Builder (<http://www.cpol.army.mil> CLICK on Employment, then Army's Resume Builder) will automatically flow into the centralized resumix database. This is the preferred method and fastest way to get a resume into the centralized database.
- Applicants MUST submit a new resume and supplemental data after they have accepted a permanent position. This does not apply to temporary promotions or temporary reassignments. Applicants should also submit a new resume if they have a change in name, address, or telephone number(s), or have a new work experience.
- Applicants MUST self-nominate themselves for job vacancies (<http://www.cpol.army.mil> CLICK on Employment, then Army's Vacancies Announcements).
- Applicant Notification System Web-Enabled Response (ANSWER) (<http://www.cpol.army.mil> CLICK on Employment, then ANSWER) will be the method for applicant notification. ANSWER is the on-line system where applicants must check on the status of their resume, referral preferences and status of eligibility, qualifications and referral. Applicants can also view their most recent resume on file.
- Check CPOL (<http://www.cpol.army.mil> CLICK on Employment or Employment Information under What's New) for more information regarding resume builder, vacancy announcements, ANSWER, Centralized Job Kit, Resumix FAQs.

**"WHEN I WAS A BOY I WAS TOLD ANYONE COULD
BECOME PRESIDENT. I'M BEGINNING TO BELIEVE IT."**

Clarence Darrow

RESUMIX REPLACES EASY ACCES

RESUMIX has replaced the Easy Army Civilian Career Evaluation System (ACCES).

What does this mean to Career Program employees? RESUMIX is an application system, not an automatic referral system. If you do not have a resume on file in RESUMIX and you want to receive consideration for career program vacancies follow the instructions below:

- Access the Army's Resume Builder by going to (<http://www.cpol.army.mil/> click on Employment, then click on Army's Resume Builder) and follow the instructions. It will be your responsibility to check for vacancy announcements on the Civilian Personnel On Line (CPOL) website. Once you have placed your resume on file in RESUMIX, you should follow the directions in the vacancy announcement to self-nominate for the position.
- See RESUMIX Centralization above.

Thrift Savings Plan (TSP) Catch-Up Contributions Update

The Federal Retirement Thrift Investment Board (FRTIB) has released Thrift Savings Plan Bulletin 03-4, Catch-up Contributions for TSP Participants Age 50 and Older. Catch-up contributions potentially provide participants over 50 an opportunity to make up for working years when 401(k)s and similar savings plans, like the TSP, were not available. The TSP catch-up contributions are made on a pre-tax basis and, therefore, may only be made through payroll deductions. To be eligible to make TSP catch-up contributions you must be in a pay status, contributing the allowable maximum to TSP, at least 50 years old in the year the catch-up contributions are made, not in the six-month non-contribution period following receipt of a financial hardship in-service withdrawal. Currently there are over 20,000 Army civilian employees who meet these eligibility requirements. Catch-up contributions are not subject to the Internal Revenue Code's elective deferral limits (\$12,000 in 2003). However, catch-up contributions are limited each year as follows: 2003 - \$2,000; 2004 - \$3,000; 2005 - \$4,000; 2006 and thereafter \$5,000. Catch-up contributions are not subject to the Open Season rules, and more than one election may be made in any given year, so long as the annual limit is not exceeded.

Beginning August 24, 2003, eligible Department of Army civilian employees may make TSP catch-up contribution elections electronically via the Employee Benefits Information System (EBIS) web application at <https://www.abc.army.mil> or the Interactive Voice Response System (IVRS) automated telephone system at 1-877-276-9287 (see the ABC-C Telephone Menu on the ABC-C web site for OCONUS phone numbers). **Hard copy enrollment forms will not be accepted.** The Defense Finance and Accounting Service (DFAS), the DOD payroll system, will not begin to process catch-up contribution deductions until the pay period beginning September 7, 2003.

"THE FUTURE IS NOT WHAT IT USED TO BE."

Mickey Newbury

MyPay

The Defense Finance and Accounting Service (DFAS) has issued the following news release:

The two million military and civilian users of myPay are being cautioned to use only the official myPay site (<https://mypay.dfas.mil>) when seeking to access pay account information.

“Personal information is valuable and should be safeguarded,” said Claudia L. Bogard, Director of Corporate Communications for DFAS. “Don’t provide your personal information to any Web site unless you know it can be trusted.

Look-alike sites have recently frustrated myPay customers who have been confused by accidentally finding their way to a commercial site that is in no way affiliated with DFAS or the Department of Defense.

The DFAS’ myPay is a secure, DFAS-operated Web site that lets active duty, National Guard and Reserve military members, civilian employees, and military retirees and annuitants take charge of their pay accounts online. The DFAS myPay Web site is found at <https://mypay.dfas.mil>.

If you have any questions regarding this news release please contact your CPAC point of contact.

NON-APPROPRIATED FUND CIVILIAN PERSONNEL NEWS

HIRING NOW: You may visit Non-Appropriated Fund (NAF) Civilian Personnel Office, Lower Level, Building 305 to complete an application. Our announcements and application forms are also located at www.apg.army.mil. On the APG homepage you click Garrison; scroll down and click Civilian Personnel; scroll down again and click Job Opportunities. At the next screen click Non-Appropriated Funds and NAF vacancies will be listed. If you desire further information, please call 410-278-5126.

NAF LEAVE AND EARNINGS STATEMENTS: Non-Appropriated Fund employees may now view their leave and earnings statements on a Defense Finance and Accounting (DFAS) website known as **myPay**. Access to **myPay** is via the internet at: <https://myPay.dfas.mil> or www.dfas.mil/myPay.



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

Non-Appropriated Fund employees participating in health plans are covered by this privacy legislation. The HIPAA Privacy Notice is posted on their web site. You may access further information at: www.nafbenefits.com.

LONG TERM CARE (LTC): New regular full-time and regular part-time employees may enroll in the LTC Plan under guaranteed issue within their first 31 days of hire. That means your enrollment may not be turned down. Current employees may enroll in the LTC plan at any time by completing the Short Form application. This is the newest benefit available to NAF employees!

LEAVING YOUR NAF POSITION? When you were appointed by NAF, you were processed in by NAF CPO. If you resign or are separated, you must be processed out by NAF CPO. Visiting NAF CPO saves time and ensures your paperwork is properly completed in a timely fashion.

Transformation of the Defense Civilian Personnel Data System (DCPDS) Centralization and Migration

How does the transformation affect managers?

The Army infrastructure that supports the Defense Civilian Personnel Data System (DCPDS) has been undergoing a major transformation during the past few months.

In June 2003, all Civilian Personnel Operations Center (CPOC) DCPDS databases (both CONUS and OCONUS) consolidated into a single, centralized DCPDS database located at the new Army Civilian Data Center at Rock Island Arsenal, IL. Users will access the central database to initiate and process personnel actions, rather than accessing the databases currently located at each region. Other civilian human resources (HR) applications that are currently housed on regional servers (Army Regional Tools (ART), Civilian Servicing Unit (CSU) Application, and others) were also centralized.

Centralization was originally scheduled to begin in March 2003 for CONUS regions and July 2003 for OCONUS regions, but was delayed due to the workload associated with processing the additional 1% pay adjustment. The centralization project includes both CONUS and OCONUS regions. As the first step in the centralization process, the Northeast Region database was moved to the central site in February 2003.

In July 2003, shortly after the centralization of the Army regional databases, Army and the other Department of Defense components began the transition to Oracle 11i, which is the web-based version of DCPDS.

Both these events entailed a period of time when DCPDS was not available, so personnel actions could not be initiated, processed, or flowed to payroll in the automated system. The CPOCs worked hard to make sure that personnel actions effective during the transition periods were processed in a timely manner so that the impact of these transitions on employees was minimal. To assist in this effort, managers were encouraged to submit actions for the affected time periods as early as possible.

HISTORY: Army civilian employee records have been maintained in ten separate, regional databases. Five of these databases have been physically located with the five CONUS Civilian Personnel Operations Centers (CPOCs), two are associated with two CPOCs that were closed in late 2001 and early 2002 (Army National Capital Region and Southeast Region) and are maintained by the other CONUS CPOCs, and three are maintained by the OCONUS CPOCs.

WHAT'S CHANGING? All ten regional databases were centralized into the new Army Civilian Data Center (the "central site") located at Rock Island Arsenal, IL. That means that the CPOCs will no longer maintain regional personnel databases. Instead, all users will access the central database at Rock Island to initiate and process personnel actions. As the first step in the centralization process, the Northeast Region database was moved to the central site on 21-23 February 2003. Shortly after the centralization, DCPDS will be migrated to the new web-based Oracle 11i.

WHY THE CHANGE? Consolidation of Army's HR databases will better support our customers. By having one database in one location we can more quickly and efficiently update and maintain it. In addition, one centralized database will allow for more efficient reporting, and will allow for further standardization of processes across Army. Users who need to access employee data from multiple regions will not need separate accounts in each region. The migration to Oracle 11i will eliminate the current client-server environment, greatly reducing the need to maintain clients and allowing for easier access for users by standard web browsers. In addition, Oracle 11i will bring several new features to DCPDS.

**"ONLY A FOOL TESTS THE DEPTH OF
THE RIVER WITH BOTH FEET."**

Asian Proverb

Incentive Awards Program

Incentive Awards, AR 672-20, dated 29 January 1999, provides guidance to managers on their responsibility for the review and approval of awards. All cash award nominations should be reviewed for merit. The approval of awards and amounts will be as fair and consistent as possible. A manager outside an employee's chain of command may nominate an employee for an award. On these occasions, the nomination must be coordinated with the employee's immediate supervisor before it is submitted. Examples of such occasions are the following: when an employee has been assigned to a long-term detail outside his or her organization, when an employee has completed a special project or has given extraordinary service benefiting a serviced organization or when an employee is being recognized for an act of bravery or heroism. When the immediate supervisor disagrees, the nomination may not be submitted since the immediate supervisor is responsible for the employee's overall performance.

Flexible Spending Accounts (FSAs)

Flexible Spending Accounts are a benefit that allow employees to set aside money on a pre-tax basis for certain kinds of common health and dependent care expenses. The Office of Personnel Management has asked that employees continue to be encouraged to visit the FSA web site <http://www.fsafeds.com/> or to

call the toll free number 1-877-FSAFEDS (372-3337) to speak with a SHPS benefits counselor. The TDD number is 800-952-0450. A trifold brochure summarizing the benefits of FSAs was distributed to the workforce in mid June. If you still have questions that are unanswered you may email fsafeds@shps.net to obtain answers.

\$\$\$ PLANNING TO RETIRE SOON? \$\$\$

EARLY PREPARATION IS ESSENTIAL

If you are planning to retire within the next 12 months (or sooner) this information is for you! Although it may not seem close enough for you, now is really the time to initiate your retirement process!

For Army employees, all retirements are processed through the Army Benefits Center-Civilian (ABC-C). The ABC-C strongly suggests that you initiate your retirement process by submitting your application at least 120 days in advance of your retirement date. This is especially true if you are planning to retire during the upcoming months. Please note that retirement is not an "electronic" process, you must complete a retirement package and mail it to the ABC-C. To help ensure a smooth transition into retirement, just follow the steps below:

\$\$ ONE YEAR IN ADVANCE \$\$

Retirement Education: It's time to learn about the retirement process. Visit the ABC-C web site at <https://www.abc.army.mil> and check out the ABC-C's Retirement Frequently Asked Questions (FAQs) and the Retirement General Information. (You may also obtain this information from the ABC-C Fax Back system, see below). Additionally, visit the OPM web site to review retirement publications on various suggested reading topics like: "Thinking About Retirement" as well as many others. The web sites are listed below:

- Civil Service Retirement System (CSRS) Publications:
<http://www.opm.gov/retire/html/library/csrs.html>
- Federal Employees' Retirement System (FERS) Publications:
<http://www.opm.gov/retire/html/library/fers.html>

Service/OPF Review: Are you receiving credit for all of the federal service that you have performed? Maybe you once worked for the Census Bureau or served on a temporary Christmas appointment with the Postal Service. These are just a few examples of service that employees may forget to claim upon hire, but may very well be creditable. To find out if a particular period of service is creditable or not, you may refer to Chapter 20 of the CSRS and FERS Handbook at <http://www.opm.gov/asd/hod/pdf/C020.pdf>. You are encouraged to review your Official Personnel Folder (OPF) at this time to verify that all of your service is documented in your file. Your supervisor can arrange for you to review your OPF at your local CPAC.

Beneficiary Designations: While reviewing your OPF, make note of any beneficiary designations, if any, on file. Keep in mind that not all designations are retained in the OPF - FEGLI, FERS and Unpaid Compensation will be on file in the OPF, while CSRS and TSP designations are on file with OPM and the TSP Service Office, respectively. Please be advised that beneficiary designations are not valid unless properly completed, witnessed, signed, and dated by you!

Employee Guide

BENEFICIARY DESIGNATIONS

- ✓ Obtain forms and important information about designations at the web sites provided in the blocks below.
- ✓ Carefully complete the form(s), sign, date, and obtain the signatures of two witnesses that are not listed as beneficiaries.
- ✓ Follow the instructions for certification and submission under the form heading.

Federal Employees' Group Life Insurance (FEGLI) (SF 2823) (fillable version):

http://www.opm.gov/forms/pdf_fill/sf2823.pdf

Reading Material: <http://www.opm.gov/insure/life/handbook/pdf/designation.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail the original only to the address below.

Unpaid Compensation (SF 1152) (last paycheck with balance of annual leave) (print and complete):

<http://www.opm.gov/forms/pdfimage/sf1152.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail only the original to the address below.

Federal Employees' Retirement System (FERS) (SF 3102) (fillable version):

http://www.opm.gov/forms/pdf_fill/sf3102.pdf

Reading Material: <http://www.opm.gov/asd/hod/pdf/C034.pdf>

- ✓ Have your CPAC representative review and authenticate your form(s).
- ✓ Keep the duplicate copy for your records.
- ✓ Mail to the address below.

Civil Service Retirement System (CSRS) (SF 2808) (print and complete):

<http://www.opm.gov/forms/pdfimage/sf2808.pdf>

Reading Material: <http://www.opm.gov/asd/hod/pdf/C034.pdf>

- ✓ Keep a copy for your records.
- ✓ Mail directly to OPM using the address on the form.

TSP (TSP-3) (print and complete)

<http://www.tsp.gov/cgi-bin/byteserver.cgi/forms/tsp3web.pdf>

Reading Material: <http://www.tsp.gov/bulletins/96-31.pdf>

- ✓ Keep a copy for your records.
- ✓ Mail directly to TSP using the address on the form.

As indicated above, send only the original copy of forms for FEGLI, FERS and Unpaid Compensation to:

**NE CPOC
ATTN: BENEFITS, ROOM 133
314 JOHNSON ST
APG MD 21005-5283**

Post-56 Military Deposit: If you have not already paid your post-56 military deposit, but wish to do so before you retire, you should initiate the process at this time.

If you have performed active duty military service, including active duty training, or periods of active duty that may have occurred during your civilian employment, and you are already familiar with the background of Post-56, please read the procedural information below. If you are not familiar with Post-56, please see background information below. *For questions regarding specific payment issues, contact your local DFAS Customer Service Representative.*

What Are the Procedures To Make A Military Deposit?

1. Contact the Army Benefits Center-Civilian (ABC-C) at <https://www.abc.army.mil> or 1-877-276-9287 for information. You must complete a RI 20-97, Estimated Earnings During Military Service, link to form http://www.opm.gov/forms/pdf_fill/RI20-97.pdf and mail it to the appropriate military finance center identified below, with copies of your DD Forms 214.

Where Do I Mail My Estimated Earnings Worksheet (RI 20-97)?

Army - DFAS-Indianapolis Center, ATTN: DFAS-FJESR, 8899 East 56th Street, Indianapolis, IN 46249-0875
Phone: 1-888-PAY ARMY Fax: (317) 510-5575

Navy - DFAS-Cleveland Center-FMAA, 1240 East 9th Street, Cleveland, OH 44199-2055
Phone: (216) 522-6545 Fax: (216) 522-6924

Air Force - DFAS-DE-FJY, 6760 East Irvington Place, Denver, CO 80279-3000
Phone: (303) 676-7408 Fax: (303) 676-6075

Marine Corps - DFAS-Kansas City Center/Code FCRAF, 1500 E. 95th Street Kansas City, MO 64197-0001
Phone: (816) 962-7652 Fax: (816) 926-3129

Coast Guard - Commanding Officer (SES), Coast Guard Pay & Personnel Center, 444 SE Quincy Street, Topeka, KS 66683-3591, Phone: (785) 339-3554 Fax: (785) 339-3784

Public Health Service - Public Health Service, Division of Commissioned Personnel Compensation Branch, Parklawn Building, Room 4-50, 5600 Fisher's Lane, Rockville, MD 20857, Phone: (310) 594-2963
Fax: (310) 594-2711

National Oceanic and Atmospheric Administration - National Oceanic and Atmospheric Administration, Department of Commerce Commissioned Personnel Office, 11400 Rockville Pike Room 105, Rockville, MD 20852

2. The completed form or letter showing the estimated earnings will be returned to you. Upon receipt of your estimated earnings, complete the personal information on SF 2803, Application to Make Deposit or Redeposit (CSRS), or SF 3108, Application to Make Service Credit Payment (FERS), as applicable. These forms can be obtained from the following links <http://www.opm.gov/forms/pdfimage/sf2803.pdf> for CSRS or http://www.opm.gov/forms/pdf_fill/sf3108.pdf for FERS, or the ABC-C Fax-Back System (Option 6 on the ABC-C phone system).

3. Forward the application with the RI 20-97, and DD Form 214 to ABC-C at Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, Southwest Civilian Personnel Center, ATTN: ABC-C, 301 Marshall Avenue, Fort Riley, KS 66442-5004. The ABC-C will finalize the package and send to DFAS. Upon response from your DFAS office, you must make arrangements with DFAS to pay the required deposit. Your payroll office may ask you to mail the request directly to the DFAS Regional Payroll Center. Your payroll office will be able to provide you the address of your servicing DFAS center. Even if you are not ready to pay the deposit at this time, it is important to at least do an application to request your earnings from the military pay center. This type of request can take several months, but once received, you will have the required information if/when you're ready to make the deposit. If you do not inquire until you're almost ready to leave federal service, you may impact your eligibility to retire or delay final adjudication of your annuity, as the deposit must be paid before you retire.

It is up to each employee to make an educated decision about whether or not to deposit service time. Everyone in this category should send for their earnings to at least learn the amount of deposit and have this information on file.

If you would like further information about Post-56 Military Deposits read the information below and visit the ABC-C web site at <https://www.abc.army.mil>.

DEFINITION OF POST-56 MILITARY DEPOSIT: A deposit paid into the retirement fund, usually with interest, for the purpose of permitting full retirement credit for the military service that occurred after 1-1-57. There is an interest-free period that begins upon the date of hire or conversion to an appointment covered by federal retirement deductions and ends two years from that time. Employees who do not take action upon hire or conversion may miss out on the interest free period.

BACKGROUND: A change to the CSRS law in 1982 impacted how military service is credited towards retirement:

If you are covered under FERS, you must pay the post-56 deposit in order for your military service to be creditable towards ELIGIBILITY for retirement and COMPUTATION of your annuity. NOTE: If you elected to transfer to FERS (not automatically placed in FERS) and your military service was performed before the transfer, the CSRS military deposit rules will apply to your deposit.

If you are covered under CSRS (including CSRS Offset) AND first hired on or after 10-01-82, you must pay the post-56 deposit in order for your military service to be creditable towards ELIGIBILITY for retirement and COMPUTATION of your annuity.

If you are covered under CSRS AND first hired on or before 09-30-82, your post-56 military service will not be used in computation of your CSRS annuity after age 62 if you are eligible for (or become eligible for) Social Security old-age benefits - "Catch 62" - and your annuity will be reduced. Keep in mind, sometimes, retirees, who have no plans to work again, find themselves working, even on a part-time basis, or many folks who take advantage of an early-out find themselves back in the workplace.



Personal Statement of Benefits (Annuity Estimate): You may obtain your statement at <https://www.abc.army.mil> - select Retirement, then Benefit Change. After logging into the system, click on Retirement, Personal Retirement Information, then Personal Statement of Benefits. If you have service under the following categories, please contact a counselor concerning your annuity estimate: Present or past part-time work schedule, NAF service, elected to transfer to FERS, taken a refund of retirement contributions for a past period of service, have not paid a deposit for Post-56 military service or have not made a deposit for a period of non-deduction service (temporary service).

\$\$ SIX MONTHS IN ADVANCE \$\$

It's time to obtain and complete your retirement application. You may obtain all retirement-related forms, beneficiary forms, and helpful ABC-C Fact Sheets by clicking on the following link:

<https://www.abc.army.mil/Information/ABCRetirement/Forms/Forms.asp>. You may also obtain these forms from the ABC-C Fax Back option. Select option number (6) from the main menu of the ABC-C phone system. Then, select the option to request an index of available documents. You can review the list and have retirement forms, fact sheets and general information documents faxed to you.

You will need to make a few decisions when completing your retirement application. First, if you are eligible, and wish to carry your Federal Employees Group Life Insurance (FEGLI) into retirement, you will need to make an election concerning the amount of coverage you wish to carry past age 65 for your Basic Life, and Option B and Option C (if applicable). To learn more about carrying FEGLI into retirement, check out the FEGLI handbook at the following link:

<http://www.opm.gov/insure/life/handbook/Annuits3.htm#procedures%20for%20retiring%20employees>.

You will also need to make a decision concerning a survivor annuity election for your current and/or former spouse. If you are currently married and do not wish to elect the maximum survivor benefit, your spouse must consent to your election of a lesser annuity or no annuity. If you have a former spouse who was awarded a court-ordered survivor benefit, you must make your election accordingly.

If you need to speak with a benefits counselor throughout the retirement process, you may do so by calling the ABC-C at 1-877-276-9287 (toll-free from a touch tone telephone), Monday through Friday, from 6:00 a.m. to 6:00 p.m. (Central Time).

“PROCRASTINATION IS OPPORTUNITY’S NATURAL ASSASSIN”

Victor Kiam



\$\$ SUBMITTING YOUR APPLICATION \$\$

Within 90-120 days (or more) of your retirement, your completed retirement application should be sent to the ABC-C. Please ensure that you have submitted all of the required forms and that each has been properly completed, signed and dated. Once your application has been submitted, remind your supervisor to submit the Request for Personnel Action for your retirement as soon as possible.

ARMY BENEFITS CENTER-CIVILIAN

Southwest CPOC

301 Marshall Avenue

Fort Riley, KS 66442-5004

<https://www.abc.army.mil>

1-877-276-ARMY-CTR

(1-877-276-9287)

TDD: 1-877-276-9833

New TSP System Now Operational

The new TSP system became operational on 16 June 2003. The new system implements many exciting new changes. The TSP is now a daily-valued plan; your dollars are now also reflected as shares; you can apply for a loan on-line; you can pay ahead on your loan without having to pay the full amount and much more. Check out the second item on the attached link to learn more and view the document "How the TSP is Changing." Upon accessing the new system, TSP indicates that due to the surge of activity, you may find the system to be slow. The link to the page on the TSP web site providing information on the new record keeping system is <http://www.tsp.gov/curinfo/newsystem.html>. The TSP web site is www.tsp.gov.

“EXPERIENCE IS THE NAME EVERYONE GIVES TO THEIR MISTAKES”

Oscar Wilde

ARMY EXIT SURVEY

The Office of the Assistant G-1 for Civilian Personnel Policy implemented a web-based Exit Survey in June 2000 to study why employees voluntarily leave Army civilian service. The survey results play an important role in identifying turnover patterns and ways to become a more desirable employer.

The Exit Survey covers permanent, appropriated and non-appropriated fund employees that are about to retire, resign, or transfer out of Army. It does not cover transfers or promotions within Army.

Low survey responses are affecting the validity of the results and the ability to isolate specific reasons for turnover. Management should direct their out-processing activities to encourage separating employees to complete the survey and make sure that the Exit Survey link is on all out-processing checklists. The survey is located at: <http://cpol.army.mil/survey/exitsurvey/html>. Employees may complete the confidential survey at work during regularly scheduled work hours.

REQUIREMENT TO TURN-IN GOVERNMENT CHARGE CARDS

All government charge cards must be turned in by all individuals leaving the organization, whether they are separating, retiring, or going to another DOD organization.

All government travel charge cards should be cleared with the Agency Program Coordinator during out-processing. If the individual is simply leaving to another DOD organization, they may retain their government travel charge card and have it transferred to their new DOD organization. Transfers of cards cannot occur if they are leaving for another federal agency. Individuals separating or retiring will have their card accounts closed by the Agency Program Coordinator.

Please ensure that the office responsible for departure checklists is aware of this requirement and that it takes the necessary steps for implementation.

**“IF EVERYONE IS THINKING ALIKE,
THEN SOMEONE ISN’T THINKING.”**

George S. Patton

NOTES:

- Questions about information in this Bulletin should be directed to your designated CPAC representative, in the absence of cited POC.
- The Bulletin Editor (C.W. Watson) welcomes your opinions, ideas, and suggestions. Correspondence from individuals and organizations is welcome. All correspondence must have the name and location of the originator, in the event there is a need to reach the author for additional information.

FOR THE COMMANDER:

DIANE J. SMITH
Director, Civilian Personnel Advisory
Center

DISTRIBUTION:

X – All Civ Empls plus 20 CPAC

1 Ea President of AFGE Local 3176, IAFF Local F267, IAM&AW Local 2424, NFFE
(Locals 178 and 2058), FOP Local 116F